

DEGREE PLAN FAQ'S

WHAT IS A DEGREE PLAN?

A degree plan is an official list of requirements that must be completed in order to be awarded a bachelor's degree. You must file an official degree plan with the Academic Records office for your requirements to be locked in and to apply for graduation.



WHERE CAN I FIND MY DEGREE PLAN?

Official degree plans are available online in the undergraduate catalog: <https://hbu.edu/university-catalog/>. You can also obtain a copy from your academic advisor.

WHEN SHOULD I FILE A DEGREE PLAN?

You should officially file your degree plan with the Academic Records office when you complete 64 credit hours (end of sophomore year). See your academic advisor to begin this process.



WHAT IS A CATALOG YEAR AND WHY DOES IT MATTER?

Catalog year refers to the particular academic year that a degree plan is published. When you file a degree plan, you can either file under the year that you entered HBU or the current academic year in which you are filing. The requirements for each may be different, so speak to your advisor about which catalog year is the best choice for you.

WHO IS MY ACADEMIC ADVISOR?

You are assigned to a faculty or staff advisor depending on your major and classification. You can see who your advisor is by checking Degree Works or Pathfinder in the HBU Portal.



HOW MANY CREDIT HOURS SHOULD I TAKE EACH SEMESTER?

You need to take at least 12 hours each semester to be considered a full-time student (important for financial aid). However, we recommend taking at least 15-16 hours each semester in order to stay on track to graduate in four years.

HOW CAN I MAKE SURE I'M STAYING ON TRACK?

Use Degree Works in the HBU Portal to track your progress. Degree Works will show you all of the requirements for your degree and check them off as they are completed. You can also work with your advisor to create a semester-by-semester plan for your remaining courses.

